Guidelines Governing the Administration of Tuition Exchange Scholarships

The Tuition Exchange Organization is a nonprofit consortium of more than 640 colleges and universities that provides its members the opportunity to exchange tuition scholarships for the benefit of their employee dependents. As a member of the Tuition Exchange (TE), Wayne State University invites eligible employees to apply for this tuition scholarship program should they have dependent children interested in attending another TE institution as an undergraduate degree-seeking student. A list of the colleges and universities that are members of the TE program can be viewed at www.tuitionexchange.org.

Eligibility
The dependent children of subsidized benefits eligible faculty and staff (“Eligible Employee”) may participate in the TE program. The Tuition Exchange program is a scholarship exchange program and not a fringe benefit provided by Wayne State University.

Participation in the university’s TE program does not guarantee admission to or the award of a scholarship by a TE institution. Tuition exchange scholarships offered by member institutions are limited and subject to the dependent’s admission to the institution and funds availability.

Tuition exchange scholarships are limited to undergraduate students entering in the fall term or continuing in the fall term at a TE institution. This may include new first year and transfer undergraduates as well as continuing undergraduates attending TE institutions.

Application Procedures
The Tuition Exchange Application is available on the Division of Human Resources’ website.

1. Eligible Employees are invited to complete the Tuition Exchange application and submit it to the Division of Human Resources by December 23, 2015 for dependent children wishing to attend or continue at TE institutions as undergraduates in Fall 2016.

2. The Division of Human Resources will certify an employee’s eligibility for the program based on his/her participation in the subsidized benefits program.

   WSU must maintain a balance between the number of employee dependents it sponsors (“exports”) to other institutions and the number of employee dependents it receives (“imports”) from other member institutions. Thus, in order to maintain this import/export balance over time, institutional sponsorships will be limited to a set number of eligible employees annually. Each selected employee may submit the name of one dependent child for nomination to the TE program.

   a. For the 2016-17 academic year, WSU will sponsor approximately ten eligible employees for the TE program.

3. Eligible employees will be selected by lottery if and when the number of eligible employees exceeds the number of institutional sponsorships. The Division of Human Resources and the WSU Tuition Exchange Liaison Officer (TELO) will manage this selection process.
4. Once employees have been selected for the program, the Tuition Exchange Liaison Officer will enter the names of the dependents and their TE institutions into the official Tuition Exchange website. It is through this website that other member institutions will see the names of the dependents who wish to attend their institutions.

Value of a Tuition Exchange Scholarship
Scholarships cover full tuition, one-half tuition for a non-resident at a public institution or a rate set by the Tuition Exchange. Scholarships do not cover special fees, course overloads, or room and board charges. For 2016-17, institutions that charge more than $34,000 for tuition are permitted to award less than their full tuition, but not less than the set rate of $34,000. The annual set rate established by the Tuition Exchange is available at: www.tuitionexchange.org.

Dependent Eligibility, Award and Renewal Requirements
1. Scholarships are awarded to undergraduate degree seeking students only.

2. Dependents must be admitted to and selected by a TE institution in order to receive a tuition scholarship.

3. Dependents must satisfy the TE institution’s academic and any other requirements for scholarship renewal on an annual basis.

4. Scholarships may be renewed by a TE institution for up to three academic years or six academic semesters provided the academic and program requirements for aid renewal are satisfied.

Employee Renewal Requirements
1. Eligible Employees are required to submit to the WSU Tuition Exchange Liaison Officer annually a recertification application that confirms a dependent’s academic standing and enrollment continuation.

2. A sponsorship may be terminated should a sponsored dependent not maintain good academic standing as defined by a member institution.

3. A sponsorship may be terminated should the Eligible Employee be discharged for cause or resign his/her employment.